

# NCI FACILITY PLANNING & IMPROVEMENT GUIDELINES

- Presented to the NCI ARC Management Team for approval and adoption August 1, 2001

# NCI FACILITY PLANNING & IMPROVEMENT GUIDELINES

- Purpose
  - Establish an NCI corporate policy for the allotment of space.
  - Establish “good common sense” design & construction standards for NCI space.
  - Establish appropriate budget allowances for renovations and furniture.
  - Establish appropriate budget tracking system to manage and report on NCI Facility Costs.
  - Establish NCI processes for acquiring and renovating space.

# NCI FACILITY PLANNING & IMPROVEMENT GUIDELINES

- NCI Corporate Policy for Space Allotments
  - NIH Campus Standards
    - Office Space 160 sf/person, 100 sf/person in Bldg 10
    - Laboratory Space – determined on a case by case basis.
  - Off Campus Standards – Office Space 190 sf/person. This yields the typical actual office assignments below allowing for some variances due to base building construction.

POSITION	APPROXIMATE ACTUAL OFFICE SIZE
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- |   |              |
|---|--------------|
| • Division Director   | 250 – 275 sf |
| • Deputy Div. Dir. / Associate Div. Dir.  | 200 - 225 sf |
| • GS-14's & GS – 15's   | 150 – 175 sf |
| • GS-12's & GS –13's  | 100 – 125 sf |
| • GS-9 to GS –11; CRTA's, Interns   | 80 - 100 sf  |
| • Clerical Staff  | 64 – 72 sf   |
| • Special Needs for files, equipment, etc are calculated and added to the 190 sf /person total. |              |

# NCI FACILITY PLANNING & IMPROVEMENT GUIDELINES

- NCI Corporate Policy for Space Allotments
  - Off Campus Standards – Laboratory Space
    - NCI proposes we establish a policy of 220 sf / person plus special equipment needs.

# NCI FACILITY PLANNING & IMPROVEMENT GUIDELINES

- Construction Guidelines
  - All NIH Design Policies & Guidelines will be incorporated into NCI projects. State and Local Bldg codes also apply for lease space.
  - NCI facilities will follow “good common sense” standards for interior renovations, finishes and furniture.
  - NCI renovations budgets will fall within acceptable region costs
    - Office \$40/sf
    - Lab \$300/sf
    - Animal Holding \$400/sf

# NCI FACILITY PLANNING & IMPROVEMENT GUIDELINES

- NCI furniture guidelines
  - OSFM approved furniture manufacturers and suppliers
  - Free standing or modular only
  - Furniture allowances:

– Division Director	\$12,000 - \$15,000
– Deputy Division Director , Associate Div. Dir.	\$9,000 - \$12,000
– GS-14's & GS _ 15's	\$ 6,500 - \$8,500
– GS- 12's 7 GS – 13's	\$ 4,500 - \$5,500
– GS-9 – GS –11, CRTA's and Interns	\$4,000 - \$4,500
– Clerical Staff	\$3,500 - \$4,000

# NCI FACILITY PLANNING & IMPROVEMENT GUIDELINES

- Office Renovation Standards
  - Typical construction includes:
    - sound insulation inside all walls
    - walls constructed floor to ceiling for supervisors offices, conference rooms, libraries, computer rooms, storage rooms and other special purpose rooms.
    - Interior office finishes included: acoustical suspended ceilings, painted walls and carpet.
    - Conference rooms include cabling for video conferencing; sound attenuation board on walls, dimmable lighting and built in cabinetry for equipment.
  - Kitchenettes provided for each Division/Office area.

# NCI FACILITY PLANNING & IMPROVEMENT GUIDELINES

- Space Application Process
  - Yearly Open Call for New Space Based Upon FY Approved Budgets
    - OSFM will schedule yearly meetings during the NCI budget cycle for the upcoming FY. (July - August)
    - OSFM will update the Three Year Strategic Facilities Planning on a yearly basis to:
      - Validate the upcoming FY space needs.
      - Develop an NCI central fund for lease, renovation or relocation costs associated with NCI FTE requests for the upcoming FY.
      - Plan for the new third year requirements
  - Director NCI approves the revised Three Year Strategic Facilities Plan which includes program requests for new space and funding in the upcoming FY.



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- Space Application Process – continued
  - On an as needed basis.
    - All space requests are submitted to OSFM. The single point of contact in OSFM will be the Acquisition and Finance Administrator who will meet with the program to discuss the need.
    - Request for less than 500 sf
      - Program submits request via standard memorandum to OSFM
      - OSFM meets with Program, approves or disapproves request
    - Temporary Request (up to 1 year)
      - Program submits request via standard memorandum to OSFM
      - OSFM meets with Program, approves or disapproves request
    - Permanent Request
      - Program submits request via standard memorandum to OSFM
      - OSFM meets with Program, memo is forwarded to OM with recommendation
    - OM meets with Director NCI to obtain approval
      - OM issues memorandum approving or denying space request.

# NCI FACILITY PLANNING & IMPROVEMENT GUIDELINES

- Loan Application Process
  - All loan requests to be submitted to OSFM for approval and tracking.
  - Loan request must be approved by Division Director

# NCI FACILITY PLANNING & IMPROVEMENT GUIDELINES

- Renovation Process
  - Authorities
    - Projects Less Than \$100,000 in estimated renovation cost require A.O. approval;
    - Projects >\$100,000 and < \$300,000 require Division Director's approval;
    - Projects >\$300,000 require NCI Director's approval.
  - Process
    - A.O. submits request for renovation via e-mail to Chief FPB
    - PM is assigned to project for complete “cradle to grave” management
    - Program will approve schedule and budget.
    - Design, Construction and Move are completed using Program Funds.
    - Program asked to complete customer survey.

# NCI FACILITY PLANNING & IMPROVEMENT GUIDELINES

- Handy Man Process (Projects less than \$25,000)
  - Program submits request for Handy Man service for any NCI space to Handy Man Program Manager via e-mail
  - Programs will be given a budget and schedule to approve if applicable.
  - Once approved, work will be completed using Program Funds.
  - Once the work is completed, customer will be asked to complete customer survey.

# NCI FACILITY PLANNING & IMPROVEMENT GUIDELINES

- Authorities and Standards to be adopted:
  - NCI will adopt the space allocation standard by grade.
  - NCI will delegate the assignment of 500sf or less and all temporary assignments of space to OSFM
  - NCI will delegate spending authorities for construction or furniture as follows, with OSFM involvement.
    - A.O.'s up to \$100,000
    - Division Directors up to \$300,000